

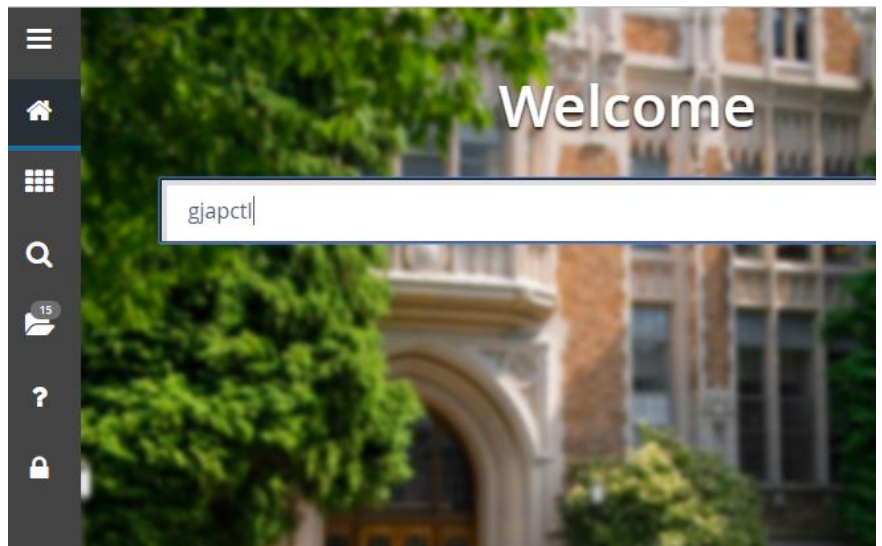
# Printing Timesheets in Banner 9

Most timesheets will be submitted through [Web-Time Entry](#). However, there will be times when you still need to print a paper timesheet to route for signatures. Timesheets can be ran anytime during the payday week (or on an as-needed basis for individual timesheets).

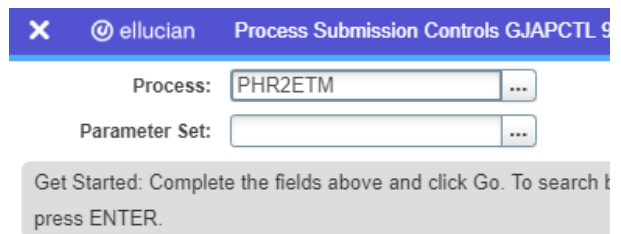
## Step by Step Instructions

Here is how you'll access the reports:

1. Go to [Banner 9](#)
2. Enter GJAPCTL in the main navigation page and press enter.

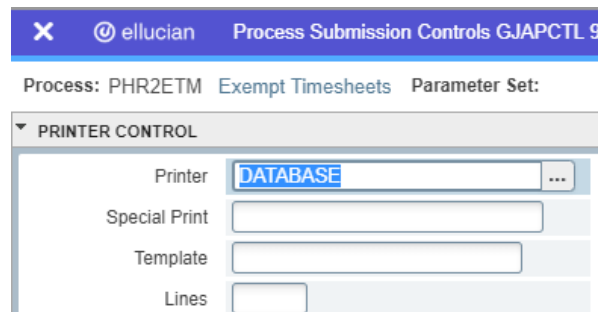


3. On GJAPCTL, enter in the Process Name based upon the type of timesheets you need:
  - a. PHR2NTM – Non-exempt Timesheets
  - b. PHR2ETM – Exempt Timesheets



*Note: You can also enter PHR2NTM or PHR2ETM directly from the main navigation page.*

4. Click GO.
5. For the Printer, choose DATABASE. No other fields need to be entered.



6. Set up your Parameter Values:

Number	Parameter Title	Value	Required (Y/N)
01	Payroll Year	2018 <i>Current calendar year.</i>	Y
02	Payroll Type	BW	Y
03	Payroll Number	26 <i>Type the number of the specific payroll; note that for one-digit numbers, no zero is necessary.</i>	Y
04	TKL 1	T999 <i>If you are entering a range of TKL's, this will be the lower value. You <u>must</u> include a "T" before the number. Do not include a space between the "T" and the number.</i>	Y
05	TKL 2	T999 <i>This is the last number in the TKL range you are running; or the same as TKL1 if you are only running one TKL.</i>	Y
06	Employee ID	39999999 <i>To print an individual timesheet for an employee, type the Employee ID in the field.</i>	N

*Note: The rest of the parameters (71-74) will autopopulate and should not be changed.*

7. Move to the Submission Block (Alt-PgDown) and Save.  
*Note: If you want to save the parameters you just entered, check the box next to "Save Parameter Set As"*
8. To retrieve your reports, go to RELATED and choose "Review PDF/plain text output (GJAJLIS)"
9. On this screen, the JOB field should autopopulate with the process name you just used (PHR2NTM or PHR2ETM). Click Go.
10. The timesheet reports generated will show on a list.  
*Note: It can take up to 5 minutes for timesheet reports to generate. If you don't see them available right away, wait a few minutes and check again.*

11. Highlight the file you want and click on the “Download File” button to save the PDF report. You’ll be prompted to save the PDF on your computer or network drive. A separate tab or window will not pop-up with the report.

### **Questions or Problems?**

If you have any questions or are still experiencing problems with forms processing, please contact your campus Human Resources office. If your campus HR office is unable to assist you, they will forward the problem on to Statewide HR for further troubleshooting.